



INTEROFFICE CORRESPONDENCE

DATE: June 3, 1991

TO: R. Hoffman, Information Security, Bldg. 750, X4598

FROM: *JEE* J. E. Evered, Director, Environmental Management, Bldg. T130B, X4924

SUBJECT: WAIVER OF SECURITY REVIEW FOR ENVIRONMENTAL MANAGEMENT'S (EM) STANDARD OPERATING PROCEDURES - JEE-0052-91

During your May 17, 1991 telephone conversation with Bill Ewan, he proposed that EM's procedures and QA plans be exempted from Information Security or authorized classifier review which determines if a document is classified or Unclassified Controlled Nuclear Information (UCNI). The waiver is necessary to reduce employee workload, increase throughput, and provide timely response to Environmental Protection Agency Region VIII (EPA), Colorado Department of Health (CDH), and Department of Energy (DOE) requests for EM procedures.

EM is requesting that the procedures and QA plans be exempted from a security review because the procedures all concern environmental data. Environmental data already has a security review waiver.

EM's SOPs fall into the following general categories:

- Detailed instructions for obtaining environmental ground water samples, ground water levels, and well completion information from onsite wells. Although some wells are located in the PA, none are located in a building and none intersect building structures or drains.
- Detailed instructions for obtaining building specific effluent and ambient air quality data.
- Equipment maintenance and calibration instructions for equipment used to gather environmental samples.
- Detailed instructions for obtaining surface water samples from seeps, streams, and onsite holding ponds. Some seeps could be associated with building drains.
- Environmental data entry/handling procedures for laboratories analyzing and recording data.
- Data validation and verification instructions.
- Offsite and onsite laboratory analysis instructions.
- Analytical instructions to laboratories performing work for EM.

REVIEWED FOR CLASSIFICATION/UCNI

By *[Signature]*

Date *11/19/92* *[Signature]*

ADMIN RECORD

A-SW-000498

R. Hoffman
May 22, 1991
JEE-0052-91
Page 2

EM will soon be generating numerous environmental data collection Standard Operating Procedures. Because environmental data is unclassified and not UCNI, the procedures used to gather environmental information should also be unclassified.

Please send the exemption from classification waiver as soon as possible. Also, please send a copy of the waiver to Bill Ewan and Mike Arndt. If you have any questions, contact Bill Ewan on extension 2068.

WDE:csk

cc:
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